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UNCLAS SECTION 01 OF 05 ASUNCION 001234

SIPDIS

Dept for HR/OE/CM and WHA/ER - Robert Frazier

E.O. 12958: N/A

TAGS: [AFSN](#) [AMGT](#) [KICA](#) [PA](#)

SUBJECT: LES CY 2006 Compensation Questionnaire

REF: STATE 162676

1. Responses are keyed to reftel:

Questionnaire:

1. For posts where the vendor's compensation data is market position based, such as Watson Wyatt, what is post management's overall average desired market position percentile for the regular salary schedule? (50th percentile is considered moderately competitive; 75th is highly competitive; and 90th is aggressively competitive).

i. Not applicable

2. For all posts: taking into account the pay adjustment, if any, that post implemented or expects to implement in 2005, select one of the following:

b. Post's current pay levels meet projected needs for 2006

3. Does the response to question 2 reflect (select one):

c. The carefully considered assessment of post management

Exception Rate Ranges (ERR's)

4. Does post have any exception rate ranges?

d. Yes, four or more ERR's

5. What is post management's desired market position for each existing ERR that is based on market position data?:
N/A

6. Are any existing ERR's no longer needed?

b. No

7. Are any new ERR's needed?

b. No

Recruitment and Retention Needs

8. Did post receive applications from qualified applicants to fill each vacancy in CY 2004?

a. Yes

9. What are the most common reasons for refusing offers of employment (select all that apply): N/A

10. Is the salary range listed on each vacancy announcement?

a. Yes

b. No (USAID only)

11. What is the typical number of required qualifications listed on a vacancy announcement?

b. Four

12. How long does it typically take to fill a vacancy?

c. Four weeks to less than six weeks

13. Does post management believe that qualified applicants are most plentiful for positions at (select one):

d. Not applicable - plenty of qualified applicants at most/all grades

14. How many employees separated from post employment during CY 2004? Provide one total number that includes

all agencies and all constituent posts: 4

15. How many employees separated for each of the following reasons? Do not count employees who moved from one position to another, even if to another agency. The total for a through k below should equal the answer provided to question 14.

- a. Reduction in Force (RIF): 0
- b. Separation for age: 0
- c. Separation for cause: 2
- d. Disability: 0
- e. Death in service: 0
- f. Poor performance or inability to perform job: 0
- g. Resignation to obtain better employment (more senior position, better advancement possibilities, better training, better working conditions, better location, etc.): 0
- h. Resignation to obtain better salary or better benefits (in a position with roughly the same responsibilities: 1
- i. Voluntary retirement: 0
- j. Personal reasons (family, relocation): 1
- k. Other (specify): 0

Total: 4

Current Staffing

16. How many employees are at each grade level? Provide only one total number for each grade level that covers all workweek schedules (part time, full time, regular schedule, and ERR's) and that includes employees of all agencies and employees at constituent posts.

Grade	No. of Employees
FSN-13	0
FSN-12	2
FSN-11	13
FSN-10	10
FSN-9	12
FSN-8	15
FSN-7	10
FSN-6	10
FSN-5	12
FSN-4	14
FSN-3	26
FSN-2	15
FSN-1	1

Total: 140

17. What is the average step rate for all employees, by grade level? Round to the nearest whole number. List separately the average step rate for employees paid from each ERR.

Grade	Avg. Step
FSN-13	0
FSN-12	8
FSN-11	8
FSN-10	3
FSN-9	9
FSN-8	5
FSN-7	6
FSN-6	6
FSN-5	2
FSN-4	4
FSN-3	6
FSN-2	3
FSN-1	8

ERR Cost Factors

18. HR/OE seeks to assess whether ERR costs are increasing over time. While the approach below will not yield an exact cost, it will give a sense of direction without imposing a large burden on posts with many employees paid under ERR's.

First, determine total cash compensation (base pay, allowances, and bonuses) for step 5 of each ERR and for step 5 of the same grade on the regular schedule. Divide the first number by the second number, and subtract one. Convert to a percentage by moving the decimal point two places to the right. The result will be a positive in the case of an upward ERR or a negative in the case of a downward ERR. (Example: 55,010 / 40,200 minus 1 equals 0.37 or 37%.) If post has more than one ERR, calculate the average percentage difference for each ERR, and then average the averages.

c. -20% to -29%

Host Country Unemployment

119. Host country unemployment is:
d. High (10.1% to 20%)

120. Host country unemployment is high for what types of positions that LE Staff encumber? Select all that apply.

- a. blue collar - unskilled or semi-skilled
- b. blue collar - skilled
- c. clerical and secretarial
- d. professional
- e. high tech

Salary Advance Plan

121. Does post's Local Compensation Plan include a Salary Advance Plan (aka Salary Prepayment Plan)?

b. No

Local Leave Plan

122. Does post's Local Compensation Plan include a Local Leave Plan?

a. Yes

Reduction in Force Plan

123. Does post have a Reduction in Force Plan?

a. Yes

124. What is the effective date year of the RIF plan?

g. Earlier than 2000 - 1994

LE Staff Handbook

125. In what year was the LE Staff Handbook (or FSN Handbook) most recently revised and issued to covered personnel?

e. 2001

Pay Cap on Annual Basic Salary

126. How many LE Staff have been affected in the last year by the 3 FAM 7342 pay cap on annual basic salary?: None

Lowest Wage

127. What is the grade of the individual encumbering the position with the lowest grade on the full time workweek salary schedule?

a. FSN-2 (ERR Schedule)

128. What is annual total compensation for step 1 of the lowest grade specified in the answer to question 27? Include basic salary, all allowances, all bonuses, and the fair market value of USG in kind benefits (e.g., meal tickets) or reimbursements (e.g., commuting or education costs). If benefits vary by length of service, use amount for a newly hired employee. If benefits vary by family size, use amount paid to a married employee with two children. List the total amount and the currency name (not acronym): Guaranes 31,000,000.

Medical Benefits

129. How are medical benefits provided to LE Staff? Select all that apply, regardless of the level of benefits.

e. post has a private medical plan and contracts with a

local medical provider such as a hospital, clinic, or HMO
130. If post selected "d" or "e" in question 29 above:
b. What is the name of the local medical provider?:
ASISMED San Roque.

c. When does the current contract expire?: April 9, 2006

131. What types of medical plans provide medical coverage to LE Staff after retirement? Select all that apply, regardless of the level of benefits.

b. The Local Social Security System provides medical benefits

d. Post's contract with a local medical provider provides coverage after retirement.

132. In post's management's opinion, and taking into account cultural norms in the locality of employment (not in the United States), are the medical benefits provided to LE Staff from all sources combined:

b. Adequate

133. If the answer to question 32 is "inadequate," what is the reason? Select all that apply.

d. Not applicable - "inadequate" was not chosen

CAJE Implementation Costs

134. Did the costs of upgrades as a result of CAJE implementation significantly impact funds available for increases to the Local Compensation Plan?

a. No, post or bureau budgeted appropriately for anticipated upgrade costs and received most or all of the necessary funding.

FSN Worldwide Conferences

135. Have any LE Staff from your post participated in the FSN Worldwide Conferences?

a. Yes, one year

136. Did the participant(s) share information with post management and colleagues upon return to post?

b. No

137. How was information shared? (select all that apply)

f. Not applicable

138. What changes have taken place as a result of attendance at the FSN Worldwide Conferences? (select all that apply)

g. No changes

Viewpoints and Opinions

139. Do LE Staff frequently approach Mission management or agency heads to express concern about the LCP?

a. Yes

140. If the answer to question 39 is yes, what is the most commonly expressed concern? Select one.

a. Pay too low to cover costs of living

141. Notwithstanding any concerns LE Staff may or may not express or how they express them, is post management of the opinion that most LE Staff believe their pay package is fundamentally appropriate compensation for the work they perform?

a. Yes

Certification from Management Officer

142. I certify that both the ICASS Council Chairperson and I have personally reviewed the responses to this questionnaire and attest that, to the best of our knowledge, the responses are accurate and complete.

a. I so certify

143. Name and title of Management Officer or Counselor, or person acting in that capacity

Name: Graham L. Webster
Title: Management Officer

144. Name and Title of ICASS Council Chairperson

Name: Michael Eschleman
Title: PC/Paraguay Program and Training Officer
Keane